



Kindergarten Handbook

St. Mary's School, Manchester
2020-2021



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We would like to welcome you and your child to St. Mary's and the Kindergarten Program. Kindergarten is an exciting year. We hope this year will be enjoyable and stimulating for your child. Please keep this in a handy location so you can refer to it as needed.

School Procedures

School Arrival Time:

Students are to arrive no earlier than 7:45 a.m. If your child needs to be dropped off earlier because of parents' work schedule, the before school program is available. Students are to wait at their designated school entrance. For Kindergarten, this is the front door. There will be an adult that supervises the area each morning, beginning at 7:45 a.m. Students are dismissed to their classrooms at 8:00. If students arrive after this time, they will need to report to the office to sign in.

Dress Code:

St. Mary's does not have a uniform, however we do have a few dress code regulations.

Shoes: Students need to have velcro or tie **tennis shoes** for PE. A note will be sent home about what days they have PE after the start of the school year. Also, students should have **shoes that cover their toes, tennis shoes preferred** for recess every day.

Shirts: Please make sure that any print on a shirt is appropriate for school. If a student is wearing a sleeveless/tank top shirt the **shoulder straps must be at least 1 inch wide**.

Mass Days: Students should wear appropriate dress clothes for mass which means **NO JEANS or ATHLETIC PANTS/SHORTS**.

- Please reference the school handbook available on the school website for more specific details.

When your child is absent:

When your child is absent, please try to call the school between 7:45- 8:15 a.m. When you call, please tell us what symptoms your child has. This will allow us to monitor other students for signs of the same illness. If you would like to pick up the work that was missed that day, please inform us when you call so materials can be prepared for you. We can also send homework with a sibling or other designated student. If you know in advance that your child is going to be absent, you can send a note ahead of time and homework can be sent, if needed. If we have not heard from you by 8:30, the school secretary will call parents to determine the reason for the absence.

Picking up your child:

Bus students are dismissed at approximately 2:55. Town students are dismissed after the buses have left, usually around 3. If you are picking up your child, we ask that you wait behind the buses. We have the policy of only letting the first four or five cars in line have children get into them. We try to keep the line moving, but student safety is a priority. If you are parked across the street, please come and get your child from in front of the school or you will need to wait until someone can assist your child with crossing the street. We require all Kindergarten students to tell their teacher goodbye before they go to their vehicle, so we can make sure that they are going with the appropriate person. If you are picking up your child, please make sure that they gain my attention and tell me good-bye before they leave with you.

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Leaving School Early:

IF YOUR CHILD IS LEAVING EARLY: Please send a note ahead of time, either the day before or the morning of the scheduled appointment, so we can advise the office. Please let us know if your child will return to school that day. When the designated person arrives at school to pick up the student, they should sign the student out at the office. We can either have the student wait in the classroom until you arrive or they can wait by the office.

Changes in Transportation:

**FOR YOUR CHILD'S SAFETY, I MUST HAVE A MESSAGE FROM YOU EACH TIME
YOUR CHILD'S TRANSPORTATION PLANS CHANGE.**

- If it is a consistent change, for example they ride the bus every day except Tuesday, only one note at the beginning of the year will be required for that.

If there is a change in transportation plans, we need **one** of the following:

1. Written and **dated** note giving your child permission to do something other than their normal plan. This note will be passed to the office also.
2. Phone call to the office BEFORE 2:30, if possible.

The more information you can give about a change in schedule, the better we are able to assist your child.

Often students tell me of different transportation plans, so if we have not heard from you about this change, the office or teacher will try to contact you and confirm that information. If we are unable to reach you, the student will do their regular transportation plan.

Parent/School Contact

Contacting the Office:

School Phone: 563-927-3689

Becky Clemen-Salow - Secretary's E-mail: bsalow@st-marys.pvt.k12.ia.us

Kelley Harbach- Principal's E-mail: kharbach@st-marys.pvt.k12.ia.us

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Contacting the Teacher: We are always happy to talk with parents about any concerns or questions you may have. For most routine matters, a dated note or e-mail will be sufficient. If you need to speak to us, but we are unavailable at the time, please leave a message with the office or on our voicemail and we will return your call as soon as we are able to do so. If you have certain times that work better for us to call, please include that in the message. Typically we are at school until 4:00 and can be reached there.

School Phone (7:45 AM-4:00 PM)-563-927-3689

Mrs. Sellers

Home Phone (4:00 PM-9:00 PM)- 563-920-5128

E-mail: jsellers@st-marys.pvt.k12.ia.us

Mrs. Bromley

Home Phone (4:00 PM-9:00 PM) 563-608-4670

E-mail: bbromley@st-marys.pvt.k12.ia.us

* We check our e-mail as frequently as we can during the school day. However, if we do not have planning periods that day we may not be able to check e-mail until after school. We ALWAYS reply to your message to let you know that we got your message. We also check e-mail during the evening and on weekends as our schedule allows. We try to be as timely as possible with responses, but sometimes we have other work or family commitments that won't allow us to respond immediately.

The Teacher Contacting you: There are many ways that we maintain communication with you. Please lend a hand by checking your child's book bag nightly. On occasion there are timely notes that you will want to have, for example, an illness in the classroom or a change in plans for a field trip, etc.

1. Kindergarten Newsletter- This newsletter informs you of what we've been learning during the week and also provides you with important information and upcoming dates. It is sent home on Friday through e-mail.
2. E-mail- We send out whole class e-mails to remind you of important dates and change of plans. We may also use e-mail to communicate with you regarding questions or concerns about your child.
3. Classroom Facebook Page- Each Kindergarten classroom has a "closed group" facebook page for their classroom. This means that only the people invited into the group will be able to view the information and pictures. Parents, grandparents, etc. are invited to be in the group. It is updated frequently with the latest information of what is going on in the classroom and school.
4. Phone Calls- If I have concerns regarding your child or good news to share about your child, I may call you to discuss these issues.
5. Parent/Teacher/Student Conference- There are conferences at the end of the 1st (October) and 3rd (March) quarter. However, if your child is having difficulty in class, I may ask to schedule another time to meet.
6. Report Cards- Report cards are sent home at the end of the 2nd (January) and 4th (May) quarters.

Daily Activities

Recess- When weather permits, children will play outdoors during recess time. The teacher on duty that day will determine if the temperatures are suitable for outside play. We do NOT go outside if the wind chill temperature is below zero degrees. We will have a noon recess of 25 minutes and try to build in other recesses and brain breaks as needed. **If for some reason a student must stay in, a written note is required.**

APPROPRIATE CLOTHES- Please make sure your child is dressed appropriately for the weather. In order to foster independence, try to select coats, boots, etc. that your child can handle with the least amount of assistance. Please label EACH item of clothing with your child's name or initials. Your child should bring their warm clothes everyday, even if it sounds like the temperatures will not allow for outside play. Students should also have appropriate shoes for recess. This means no flip-flops. They can wear sandals as long as the shoe covers their toes.

TOYS- Often students bring toys from home. We ask that these toys remain inside during recess. If it is an outside toy, like a football, students may be allowed to take those outside. Each individual student is responsible for keeping the toy safe and clean. Ultimately, it is easier to leave toys at home.

Snack- We will be sending home a separate letter about snack once we have confirmed that there are no food allergies/sensitivities. Some snack ideas include a box of cereal, crackers, graham crackers, granola bars, Rice Krispie treats, granola/breakfast bars, applesauce, pudding, or yogurt. Water will be available for drinks. If a child in class has food allergies, we will inform parents of the necessary information to keep all students safe and healthy.

Lunch- Lunch is available through the hot lunch program. Daily, weekly, or monthly lunch and milk tickets may be purchased. Students should bring the check to the classroom and we will send it to the office for them. Please **make sure that your child's name is on the check or an envelope** with the cash so we can be sure that your child gets their lunch account credited. Students may bring a cold lunch if not eating school lunch. There is no refrigeration available so please plan accordingly.

IF YOU ARE PLANNING ON EATING LUNCH WITH US- Please make sure you contact us in advance so we can make sure there is enough food prepared. When you contact us, make sure you have the correct time for when lunch begins and ask about the cost for a guest lunch, if you are unsure.

End of the Day Routine- Our goal, in Kindergarten, is to help the students become more independent and confident. As part of this, the students are responsible for turning in notes from home and packing up their mailbox items. To keep a consistent routine, we have all students use a blue folder to transport items to and from school. All notes for the teacher, lunch money, etc. should be placed in the blue folder. It is then the student's responsibility to get the items out of the blue folder and put them in a designated location each morning. At the end of the day, we will call them to get their mailbox items. The student will then carry these items and pack them into their blue folder to take home. We will instruct them on how to appropriately pack their folders to eliminate some of the crumpled papers. **PLEASE** make sure your child **BRINGS THEIR BLUE FOLDER EVERY DAY!!** Thank you!

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Things to Know

Mass- We will be attending school mass each Friday and Holy Day (replaces a Friday mass) at 8:30 a.m. Parents are welcome to attend masses at any time. Students will be expected to behave properly. They should also be wearing appropriate dress clothes for mass which means NO JEANS or ATHLETIC PANTS/SHORTS.

We will begin learning the Our Father as our first prayer so students are able to participate more fully in mass. Students will also spend the first month of school learning about expected behavior, parts of mass, and taking a tour of church.

We will also plan several masses during the second half of the school year. This is always an important event for the students. We hope you will be able to attend one of the masses and support them. We know it takes a lot of practice at home too and we appreciate the time and support you share there.

Jolly Phonics- Jolly Phonics is a fun, interactive phonics program that we use. There are certain components that will be completed and practiced at home. We will make sure that we send home notes informing you of how you can help your child with this valuable program. Their reading skills really grow with your assistance of this program.

Sharing- We will not have a weekly sharing time. Approximately once a month, we will send home a notice to students that we will be having our sharing time. Sometimes we have assigned topics and other times it will be a free choice. We ask that all students participate in the assigned topics, but they will most likely need assistance from you to help prepare for the assigned sharing topics. We will inform you of when and what they should share.

Volunteers/Visiting Our Classroom- We encourage you to visit our classroom throughout the year. We ask that you send a note, e-mail, or phone ahead of time informing us of your plans to visit. In doing so we can check to make sure that we will be in our classroom at the time you desire to visit. You will need to sign in at the office when you arrive.

Our classroom loves and thrives on classroom volunteers. If you or someone you know would like to volunteer, please sign up when the letter is sent home. We also have projects that can be completed at home if that is a way you would like to volunteer for our classroom.

Book Orders- During the year we will send home book orders from various book clubs. This is an inexpensive way to begin a home library collection of favorite stories and easy reader books. If you do order books, please **return the order form completely filled out and place them along with payment for the books in a sealed envelope.** Label the envelope with your child's name. Please pay by check, making the check out to Scholastic. **There is also the opportunity to order books online using a credit card.** Each time you order books, it helps us get books and other materials for our classroom. If you would like recommendations on books that your child might be interested in, please let me know.

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Websites- The Kindergarten Classroom has its own website. There is a variety of information and resources on these websites. Websites are updated occasionally, but facebook and e-mail are the most timely reminders.

Mrs. Sellers' Classroom website: <http://mrssellerskindergarten.shutterfly.com/>
Password: stmarysstars

Mrs. Bromley's Classroom website: <https://st-maryskindergarten.weebly.com/>

St. Mary's website: <http://www.st-marys.pvt.k12.ia.us>

Special Events

Birthdays/Half-Birthdays- Students will celebrate their birthday on the school day closest to their birthday. If their birthday is in the summer, we will have them celebrate their half-birthday, unless you request otherwise. They are welcome to bring cookies, cupcakes, or some other special treat for their birthday.

Thank you very much! We're looking forward to a great year!
Mrs. Sellers and Mrs. Bromley